

ODP-0-1633  
9 DEC 1980

MEMORANDUM FOR: Career Management Officer, DDA

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Requirements for Summer Employees  
in 1981

REFERENCE: DD/A 80-2533

The Office of Data Processing will require a  
total of eight summer employees for the summer of  
1981.

STATINTL

*for* Bruce T. Johnson

STATINTL  
ODP ADMIN [ ] ;sc;12/08/80

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DD/A 80-2533

19 November 1980

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:

[REDACTED]  
Acting Career Management Officer, DDA

STATINTL

SUBJECT: Requirements for Summer Employees in 1981

1. It is requested that you forward to this office by 8 December your "Summer Only" requirements for the Summer of 1981.

2. Please bear in mind that the purpose of the Summer Employment Program is to provide assistance to components to help reduce backlogged work requirements and to assist in projects of a temporary nature. It is not intended to provide clerical assistance to perform work normally accomplished by our full-time clerical work force. Operating officials as well as supervisors are responsible for ensuring that summer employees are fully utilized. We would like to emphasize the need to carefully organize the work projects. This would greatly assist us in striving to make the program a success. When determining your requirements, please remember that although only a few of the participating summer employees will be qualified typists, many of them will have limited typing skills.

3. At this time we require numbers only; at a later date we will ask you to submit specific information and more detailed job descriptions concerning your requirements for summer employees.

STATINTL 4. If you have any questions regarding the "Summer Only" program, please call [REDACTED]

STATINTL

cc: SSA/DDA  
C/EEO Stf/DDA  
C/Mgmt Stf/DDA

STATINTL

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